

ROUTING AND RECORD SHEET					1-6-REG-CP	
SUBJECT: (Optional)					OS REGISTRY	
FROM: [Redacted] Director of Security			EXTENSION	NO.	27 SEP 1988	
TO: (Officer designation, room number, and building)			DATE		26 September 1988	
			OFFICER'S INITIALS		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
1. DD/PS [Redacted]			RECEIVED	FORWARDED	<p>The Director again is asking that we identify offices and projects by name, not initials, when referring to them in our correspondence. Please see that components within your respective offices comply with his request.</p> <p>Att</p> <p>Distribution:</p> <ul style="list-style-type: none"> 1 - Each addressee 1 - OS Registry 1 - D/Sec <p>cc: OS Registry</p>	
2. C/CG [Redacted]						
3. C/IG [Redacted]						
4. AC/CI&SG [Redacted]						
5. DD/PTS [Redacted]						
6. C/TSG [Redacted]						
7. C/EAG [Redacted]						
8. C/PASG [Redacted]						
9. C/ISG [Redacted]						
10. C/PSS [Redacted]						
11. EO [Redacted]						
12. C/PPS 6S-17 D						
13.						
14.						
15.						

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS REGISTRY

Note from DCI

27 SEP 1988

FROM:

EXTENSION

NO.

EXA/DDA
7D24 Hqs

ER 88-3563

DATE

14 September 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

D/OC

FYI

2.

D/OF
1212 Key Bldg.

3.

D/OIT

4.

D/OL

5.

D/OMS
1D4061 Hqs Bldg.

6.

D/OP

7.

D/OS

8.

D/OTE
1026 CofC Bldg.

9.

SSA/DDA

10.

MS

11.

CMS

12.

Protocol Branch

13.

14.

15.



13 September 1988

MEMORANDUM TO: Deputy Directors
FROM: Director of Central Intelligence
SUBJECT: Directorate Designations

1. When preparing memoranda in which reference is made to a particular office within a Directorate, it would be helpful to me if the identity of the office could be fully set out. As an example, Office of Research and Development, DS&T, or Office of Soviet Analysis, DI. In this way, I would readily have available the exact location of an office within a Directorate.

2. Please so advise those within your Directorate responsible for the preparation of memos.

W.H.W.

William H. Webster

1 - DDCI
1 - EXDIR